



QUILLEN COLLEGE *of* MEDICINE

EAST TENNESSEE STATE UNIVERSITY

Policy Name: **Course/Clerkship Governance**

Policy Replaces a Previous Policy (this includes change in policy name): Yes/ No

If so, list name of previous policy (include policy number if different): **Course/Clerkship Governance
ADMIN-0218-2 (policy changed from an administrative policy to an MSEC policy)**

Policy Number (issued by the Office of Academic Affairs upon final approval): **MSEC-1023-34**

Policy Owner (Individual, Department, or Committee/Chair): **Ramsey McGowen, PhD / MSEC Chair (2013-2019)
Ivy Click, EdD / MSEC Chair (2020-)**

Committees, Departments, or Individuals Responsible for Implementation: **QCOM Administration, MSEC,
Departmental Course and Clerkship Directors, Clerkship Coordinators, and Support Staff**

Original Approval Date and Who Approved by: **2/20/2018 – MSEC**

Effective Date(s): **2/20/2018; 9/14/2023**

Revision Date(s) (include a brief description) and Who Approved by (made by Policy Owner and/or Policy Advisory Committee):

Administrative Edits (briefly describe) by Staff and/or the Policy Advisory Committee (PAC) and Date (these revisions do not require voting/approval by the policy owner):

Exemption(s) to Policy (date, by what committee or individual, and brief description):

LCME Required Policy: Yes/ No

If yes, please list the Element(s) Affiliated with this Policy (include Element number/name/statement):

8.1 Curricular Management

A medical school has in place a faculty committee that has responsibility for the overall design, management, integration, evaluation, and enhancement of a coherent and coordinated medical curriculum.

All policies will be reviewed by the Policy Advisory Committee every three years unless an earlier review is identified.

Date of Review: 9/14/2023

Revisions Made: Yes/ No If yes, list revisions made:

1. Change policy from an administrative to MSEC policy
2. Deletion of three or four year under “Longitudinal course changes”

Revisions Require Approval by Policy Owner: Yes/ No

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Policy Statement:

This policy ensures there is effective, communication and dialogue between the Quillen College of Medicine (QCOM) administration, Medical Student Education Committee (MSEC) and its identified sub-committees, departmental course and clerkship directors, and support staff that will allow for competing goals and interests to be aired and resolved before important curricular decisions are made and ensures voices of those who implement and enact the decisions are being heard.

Purpose of Policy:

To allow all parties the understanding, acceptance, clarity of purpose, scope of responsibility, authority for decision making and final accountability. This policy pertains to LCME Element 8.1 - Curricular Management.

Scope of Policy (applies to):

QCOM administration, MSEC and its identified sub-committees, and the departmental course and clerkship directors involved in the design, delivery, and assessment of the medical curriculum.

Policy Activities:

Substantive Changes:

QCOM administration and MSEC must be part of the discussion and final decision process before the initiation of a substantive change (sample listing is not inclusive).

- Any change to a process/procedure previously identified as part of an adopted COM or MSEC policy/procedure.
- Any change to an approved MSEC action and identified in MSEC minutes.
- Change to percentage of NBME scores/final grades.
- Major changes in content or assessment methods of a course or clerkship.
- Changes in learning objectives.
- Curriculum changes that impact the curriculum as a whole.
- Longitudinal course changes.
- New student elective opportunities.
- Change in course/clerkship director or coordinator.

Non-Substantive Changes:

QCOM Administration and MSEC do not need to be part of the discussion and final decision process before the initiation of a non-substantive change (sample listing is not inclusive).

- Sequence changes to delivery of material within a course/clerkship.
- Formation of site-specific student groups.
- Rescheduling of students to course/clerkship sub-assignments and/or groups where overcrowding of students may be identified.
- Personnel changes within the course/clerkship faculty and/or staff other than director or coordinator.
- Simulation being introduced for clinical and non-clinical teaching by a department/course/clerkship.
- Changes to/in departmental course/clerkship exams.
- Space reallocation and/or building alterations
- Pilot project, e.g., technology in the classroom/labs.

Administrative Reviews/Approvals	Date Approved
<i>University Compliance (if applicable)</i>	
<i>Policy Advisory Committee (includes three-year reviews)</i>	9/14/2023

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<i>Associate Dean for Accreditation Compliance (if applicable)</i>	
<i>Vice Dean for Academic Affairs</i>	9/14/2023

Policy Review and/or Revision Completed By (if applicable)	Date Policy Reviewed and/or Approved (if applies to that department, committee, or group)
<i>Office of the Dean</i>	
<i>Office of Academic Affairs</i>	10/17/2017, 2/14/2018, 8/16/2023; 10/5/2023
<i>Office of Student Affairs</i>	
<i>Department of Medical Education</i>	
<i>Medical Student Education Committee</i>	10/17/2017, 2/20/2018
<i>Student Promotions Committee</i>	
<i>Faculty Advisory Council</i>	
<i>Administrative Council</i>	
<i>M1/M2 Course Directors</i>	2/20/2018
<i>M3/M4 Clerkship/Course Directors</i>	2/20/2018
<i>Student Groups/Organizations (describe):</i>	
<i>Other (describe):</i>	

Final Policy Emailed to:	Date of Email Notifications
<i>Medical Education Director for Posting on Educational Policies Website</i>	10/5/2023; 5/1/2024
<i>Policy Owner</i>	5/1/2024
<i>Admissions Office for Catalog (only new policies)</i>	10/5/2023